



**Policy:** 4025  
**Procedure:** 4025.02  
**Chapter:** Education  
**Rule:** Safe Schools Work and Vocational Education Program

**Effective:** 1/9/2006  
**Replaces:** 4025.02  
**Dated:** 08/21/1997

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) shall provide all juveniles the opportunity to participate in pre-vocational, vocational, and work experience programs. All Education work experience shall be individualized, taking into consideration pre-vocational assessment, Individualized Education Programs (IEPs), and Continuous Case Plans (CCPs). All Education work experience shall be in accordance with provisions identified in the Arizona Revised Statutes (ARS), Federal and State Child Labor Laws, Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), and the U.S. Department of Labor's Occupational Safety and Health Standards (OSHA).

### **Rules:**

#### **1. Program Standards:**

- a. **SITE SUPERINTENDENTS, PRINCIPALS, HOUSING UNIT MANAGERS, or DESIGNEES** shall ensure juveniles:
  - i. Have opportunity to participate in vocational and/or work experience programs;
  - ii. Are directly and closely supervised by a qualified and experienced ADJC employee or contractor in accordance with ARS Title 15, Chapter 7;
  - iii. Adhere to safety regulations;
  - iv. Receive a written description of the supervisor's expectations when seeking employment; and
  - v. Receive written course descriptions and criteria for educational credits when being considered for vocational education training.

#### **2. Classification Status Review:**

- a. **SITE SUPERINTENDENTS, PRINCIPALS, or DESIGNEES** shall ensure each juvenile's Work and Vocational Education Classification is reviewed by the multidisciplinary team every 90 days to adjust for any changes in the juvenile's:
  - i. Mental health;
  - ii. Physical disability;
  - iii. Security status; and
  - iv. Educational needs.
- b. The **HOUSING UNIT MANAGER or DESIGNEE** shall enter supportive documentation into the Criminogenic and Protective Factors Assessment (CAPFA) employment domain in Youthbase, and in the field file of any juvenile classified "Exempted" or "Security Risk".

#### **3. Program Placement:**

- a. **SITE SUPERINTENDENTS, PRINCIPALS, and/or HOUSING UNIT MANAGERS** shall ensure juveniles are placed in vocational education programs and work experience classes which are:
  - i. Age appropriate;
  - ii. Consistent with the juvenile's Work and Vocational Education Classification System assignment;
  - iii. Compatible with the juvenile's IEP;
  - iv. Appropriate for the juvenile's:
    - (1) Physical condition;
    - (2) Mental health condition; and
    - (3) Treatment needs.

- v. In compliance with:
    - (1) State and Federal Child Labor Laws;
    - (2) OSHA Standards; and
    - (3) ADA and IDEA guidelines.
  - b. Prior to assigning juveniles to work experience classes or vocational programs, the **EDUCATION PRINCIPAL** shall ensure applicants have completed Form 4025.02A Student Job Application and Work Agreement and shall consider:
    - i. OSHA certificates;
    - ii. Student priorities based on age and length of stay;
    - iii. General equivalency or high school diploma (not sole criteria);
    - iv. Attendance;
    - v. Grades;
    - vi. Behavior;
    - vii. Teacher recommendations;
    - viii. Housing Unit Manager recommendations;
    - ix. Treatment Team recommendations;
    - x. IEP/Transition needs; and
    - xi. Medical Provider recommendations.
- 4. **Age, Occupation, And Working Hour Standards:**
  - a. **SITE SUPERINTENDENTS, PRINCIPALS, HOUSING UNIT MANAGERS, or DESIGNEES** shall ensure that age, occupation and working hours standards are strictly enforced for student learners.
    - i. **Juveniles 16 and 17 Years Of Age - Prohibited:**
      - (1) In accordance with the Hazardous Occupations Order issued by the U.S. Department of Labor the **PRINCIPAL or DESIGNEE** shall ensure supervisory employees do not assign juveniles 17 years of age and under to prohibited work sites, tools, and machinery to include:
        - (a) Motor driven vehicles such as riding lawnmowers and tractors;
        - (b) Power driven hoisting equipment;
        - (c) Power driven bakery machines such as vertical dough and batter mixers;
        - (d) Power driven paper products machines such as scrap paper balers and cardboard box compactors;
        - (e) Manufacturing brick, tile, and related products;
        - (f) Power driven circular saws, band saws, and guillotine shears;
        - (g) Excavation;
        - (h) Roofing;
        - (i) Metal forming, punching, and shearing machines; and
        - (j) Power driven wood working machines.
    - ii. **Juveniles 16 and 17 Years Of Age - Exemptions to Prohibitions:**
      - (1) The **PRINCIPAL OR DESIGNEE** shall:
        - (a) Ensure supervisory employees apply certain exemptions to the Hazardous Occupations Orders issued by the U.S. Department of Labor for juveniles 16 and 17 years of age who are apprentices and student learners for:
          - (i) Power wood working machines;
          - (ii) Power metal forming punching, and shearing machines;
          - (iii) Power driven meat processing equipment, including meat slicers;
          - (iv) Power driven paper products machines, including scrap paper balers and cardboard box compactors;
          - (v) Power driven circular saws, band saws, and guillotine shears;
          - (vi) Roofing operations; and
          - (vii) Excavation.
        - (b) Revoke exemptions in any individual situation where it is found reasonable safety precautions are not being observed.

- iii. **Juveniles 16 and 17 Years Of Age - Attendance:**
  - (1) **SITE SUPERINTENDENTS, PRINCIPALS, HOUSING UNIT MANAGERS or DESIGNEES**, in order to provide the best continuum of services possible for juveniles in ADJC secure facilities, shall ensure juveniles 16 and 17 years of age who are physically and mentally able:
    - (a) Attend no less than four hours of classroom instruction per day when school is in session;
    - (b) Perform no more than 20 hours of work per week if enrolled in an educational, pre-vocational, or vocational training program;
    - (c) Perform no more than four hours of work per day when school is in session;
    - (d) Perform no more than eight hours of work per day when school is not in session; and
    - (e) Perform work only between the hours of 6:00 a.m. and 7:00 p.m.
- iv. **Juveniles 16 and 17 Years Of Age - Written Agreements:**
  - (1) **SITE SUPERINTENDENTS, PRINCIPALS, HOUSING UNIT MANAGERS or DESIGNEES** shall have a written agreement that ensures juveniles 16 and 17 years of age are enrolled in a course of study and/or cooperative vocational training program that is:
    - (a) Substantially similar to a program in a public, charter, or private school; and
    - (b) Recognized by:
      - (i) U.S. Department of Labor Program Standards;
      - (ii) Arizona Department of Education; and
      - (iii) ADJC School System.
  - (2) **SUPERVISORY EMPLOYEES** shall ensure:
    - (a) Each written agreement contains the name and signatures of:
      - (i) Student learner;
      - (ii) School coordinator; and
      - (iii) Principal.
    - (b) A hard copy of the written agreement is kept in:
      - (i) Juvenile's field file; and
      - (ii) Juvenile's education file.
    - (c) An electronic entry is made in the Employment Domain of the CAPFA in Youthbase.
- v. **Juveniles 15 Years of Age and Under – Prohibited:**
  - (1) In accordance with the Hazardous Occupations Order issued by the U.S. Department of Labor the **PRINCIPAL or DESIGNEE** shall ensure supervisory employees do not assign juveniles 15 years of age and under to prohibited work sites, tools, and machinery which include:
    - (a) Lawn mowers;
    - (b) Trimmers;
    - (c) Weed whackers;
    - (d) In or about boiler or engine rooms;
    - (e) Repair of machinery or equipment;
    - (f) Outside window washing that involves work from window sills;
    - (g) All work requiring the use of ladders, scaffolds, or their substitutes more than five feet in height;
    - (h) Cooking and baking, except at soda fountains, lunch counters, snack bars, or cafeteria service counters;
    - (i) Operating, setting up, adjusting, cleaning, oiling or repairing power driven food slicers, grinders, choppers, cutters, and bakery type mixers;
    - (j) Freezers, meat coolers, and in the preparation of meat for sale;
    - (k) Loading and unloading goods from trucks and conveyors;
    - (l) In warehouses, except in the office or in performing clerical work;
    - (m) Laundering or dry cleaning in a commercial laundry; and

- (n) Construction.
- vi. **Juveniles 15 Years of Age and Under – Exceptions to Prohibitions:**
  - (1) The **PRINCIPAL OR DESIGNEE** shall:
    - (a) Ensure supervisory employees apply certain exceptions to the Hazardous Occupations Orders issued by the U.S. Department of Labor for juveniles 15 years of age and under who are employed in approved school-administered and school-supervised work experience and career exploration programs which involve:
      - (i) Power wood working machines;
      - (ii) Power metal forming, punching, and shearing machines;
      - (iii) Power driven paper products machines, including scrap paper balers and cardboard box compactors;
      - (iv) Power driven circular saws, band saws, and guillotine shears;
      - (v) Roofing operations; and
      - (vi) Excavation.
    - (b) Revoke exceptions in any individual situation where it is found reasonable safety precautions are not being observed.
- vii. **Juveniles 15 Years of Age and Under - Attendance:**
  - (1) **SITE SUPERINTENDENTS, PRINCIPALS, HOUSING UNIT MANAGERS OR DESIGNEES**, in accordance with State and Federal Employment Standards of Child Labor Laws and OSHA, shall ensure juveniles 15 years of age and under who are physically and mentally able:
    - (a) Attend no less than four hours of classroom instruction per day when school is in session;
    - (b) Perform no more than 18 hours of work per week, outside of school hours;
    - (c) Perform no more than four hours of work in any day when school is in session;
    - (d) Perform no more than eight hours of work in any day when school is not in session; and
    - (e) Perform work only between the hours of 6:00 a.m. and 7:00 p.m.

5. **Juvenile Training And Documentation:**

- a. **SITE SUPERINTENDENTS, PRINCIPALS, HOUSING UNIT MANAGERS, or DESIGNEES** shall ensure:
  - i. Documentation certifying any juvenile participating in a work experience or vocational program has received specific training on the handling and operation of:
    - (1) Hand tools;
    - (2) Power tools; and
    - (3) Related equipment.
  - ii. ADJC employs trained instructors with qualifications fixed by the State Board of Education or in partnership with local community colleges to document and train juveniles participating in work experience or vocational training programs ARS §15-782C;
  - iii. The training instruction and materials provided to each juvenile shall include but not limited to:
    - (1) A check list detailing that s/he has received instruction;
    - (2) Hands on task proficiency with assigned tools;
    - (3) Safety devices;
    - (4) Personal protective equipment; and
    - (5) Age, occupation, and hour exemptions.
  - iv. Juvenile and instructor signatures are included in all training materials; and
  - v. Supporting documentation regarding the work and/or vocational training the juvenile has received is entered in the CAPFA Employment Domain in Youthbase and in the juvenile's field and education files.

6. **Safety Standards:**

- a. **SUPERVISING EMPLOYEES** shall ensure:
  - i. Tools and related equipment are inspected prior to issue in accordance with policy limitations to ensure:
    - (1) Proper working order; and
    - (2) Safety devices installed by the manufacturer are present.
- b. Vocational employees and/or contractors consider temperature extremes when assigning juveniles to outdoor work; and
- c. Juveniles are provided protective work clothing and proper personal protective equipment prior to their assignment to a work site or vocational program.

7. **Compensation:**

- a. **SITE SUPERINTENDENTS, PRINCIPALS, HOUSING UNIT MANAGERS or DESIGNEES** shall ensure:
  - i. Juveniles who participate in an Education work experience program shall be fairly compensated not to exceed \$1.00 per hour and earn high school credit hours; and
  - ii. Juveniles who participate in a vocational education program will earn high school and/or college credit hours, but are not eligible for monetary compensation in accordance with U.S. Department of Labor Program Standards for Student Learners.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By::
01/23/06	Patricia A. Moreno		